

Waters House Rules & Regulations

1. **Reservation Time Frame:** Please schedule ample time for setup and cleanup when making your reservation. Entering the facility is authorized ONLY during the hours that you have reserved and paid for. Items are not allowed to be brought in to the facility prior to or after your paid reservation time frame. (Please refer to the reservation hours on your receipt.) The Parks and Recreation Department is not responsible for lost or stolen items left in the facility.
2. **Facility Key and Security System:** A key is required to enter the building. There is a security system in the building. There is \$100 deposit required to obtain the key and security code for the building.

Key may be picked up the day of reservation between 8am-5pm, Monday-Friday. Weekend rentals – pick up key on Friday (office is closed on Saturday's and Sundays).

YOU MUST PICK UP THE KEY AND INSTRUCTIONS FOR DISARMING THE ALARM ONLY AT THE PARKS & RECREATION OFFICE LOCATED AT 1 S. 7TH STREET.

The key must be returned the next business day by 5pm following the event to ensure refund of your deposit. Fifty dollars of the deposit will be retained if the key is not returned THE NEXT BUSINESS DAY.

The deposit will be forfeited if the building is not cleaned according to the cleaning instructions on the checkout procedure. Otherwise, the deposit will be returned approximately two to three weeks after the rental. If renter fails to lock the facility and/or set the security alarm, a \$25 fee will be retained from the deposit.

3. **Reservation Fee Non-Refundable:** Reservation fees are not refundable, but you may transfer your reservation to another date UP TO 14 DAYS PRIOR TO YOUR SCHEDULED RESERVATION. The only exception is when the park or driveway is not accessible (due to not being cleared during a severe weather event).
4. **Group Limit, Chaperones, and Conduct:** Maximum group size for this building is 50 persons. Chaperones will maintain order at the event. Amplified music is permitted, but must be kept to a reasonable level. Unusual rowdiness or abuse of person or property can result in immediate termination of reservation. Minimum chaperone requirements are as follows:
 - 1 adult over the age of 21 per 10 youth
 - 1 adult over the age of 25 per 15 teens

5. ***Not Allowed:***

- No smoking allowed inside the building.
- No decorations shall be affixed in any manner to painted walls.
- No rice, confetti, etc. can be used on the premises.
- No weapons, even those held by a concealed weapons permit, are allowed in the building.
- Tables and chairs from the building not allowed outdoors.
- No sale of alcoholic beverages.

6. ***Allowed:***

- Renter may provide their own decorating supplies (not affixed to walls).
- Bird seed (instead of rice) is allowed outside.
- Food and beverages are allowed throughout the facility.
- Alcohol is permitted (but, no sale of alcohol). Renter and guests must comply with all city, county, state and facility regulations, including state liquor laws.
- You may rent chairs and tables or bring your own for use outdoors. (Tables and chairs in facility stay indoors.)

7. ***Park Hours:*** Park closes at 11:00pm.

8. ***Contact Information for Facility Questions or Problems:***

- **573-874-7460:** Columbia Parks & Recreation Office, Monday-Friday, 8am-5pm (closed on holidays)
- **573-874-7700,** ARC, after 5pm, weekends, most holidays
- **573-442-6131:** Police Non-Emergency Phone Number
- **911:** Emergency Number